

# ARIZONA STATE RETIREMENT SYSTEM (ASRS) MILITARY CALL-UP INSTRUCTIONS

**EMPLOYER USE ONLY** 

PLEASE PRINT

COMPLETE AND SEND TO: ASRS – Member Services PO Box 33910 Phoenix, AZ 85067-3910 Phoenix (602) 240-2000 Tucson (520) 239-3100 Toll-Free (800) 621-3778 TTY (602) 240-5333 Fax (602) 240-5340 www.azasrs.gov

### STEP 1

Employee provides a DD-214 or equivalent to their employer who will substantiate military service due to military call-up.

#### STEP 2

Employers complete this form in its entirety using dark ink. The employer should submit both the completed form and the DD-214 or its equivalent to the ASRS. If the employee died as a result of active duty, a death certificate should be provided. The ASRS will mail an invoice to the Employer listed below.

#### Restrictions

- An active ASRS member who is also a member of the Arizona National Guard or the United States military reserves and volunteers or is ordered into active military service as part of a federal military call-up is eligible to receive ASRS credited service time while on active duty.
- The employee must be honorably separated from active duty and return to the same employer within 90 days of either discharge from active duty or release from service-related hospitalization, be disabled and unable to return to work (effective 07/01/2007 to 06/30/2009), or have died during active military service.
- The employer must pay both the employee and employer contributions in lump sum upon return to work or receipt of a death certificate. These contributions are based on the salary the member would have earned if the member had not volunteered or been ordered into active service.
- The employee can receive a maximum of 60 months of ASRS credited service as military call-up.
- Any military call-up service over the 60 months may be purchased by the employee as Military Service.
   The employee should contact the ASRS directly to submit a 'Military Service' service purchase request.

#### Filling out the Form

#### **SECTION 1 – Member Information**

Fill in the member's personal information.

#### **SECTION 2 – Military Service Due to Military Call-up**

- Fill in the start and end date of call-up service.
- Fill in the date the member returned to work.
- Mark the appropriate check box indicating if member received pay during the call-up period.

#### **SECTION 3 – Fiscal Year and Pay Period Listing**

- Fill in Fiscal Year and Gross Salary for each Fiscal Year of the member's Military Call-up period.
- List each Pay Period Ending and Gross Salary during the member's Military Call-up period.
- Make additional copies of page two if the Military Call-up period is longer than three years.

#### **SECTION- 4 – Employer Information**

- List the Employer Name used to report ASRS contributions.
- Fill in the address the ASRS should mail the invoice to.
- Fill in the employer contact the ASRS should contact for questions regarding this member's call-up.
- Employer signature this should be either the payroll manager or human resources manager or their authorized designee.



## **ARIZONA STATE RETIREMENT SYSTEM (ASRS) MILITARY CALL-UP**

**EMPLOYER USE ONLY** 

PLEASE PRINT

**COMPLETE AND SEND TO: ASRS - Member Services** PO Box 33910

Phoenix, AZ 85067-3910

Phoenix (602) 240-2000 Tucson (520) 239-3100 Toll-Free (800) 621-3778 TTY (602) 240-5333 Fax (602) 240-5340

www.azasrs.gov

Disclosure of your Social Security number is mandated by Section 6109 of the Internal Revenue Code. The ASRS will use Social Security numbers only to obtain information about an individual's ASRS account to inform the Internal Revenue Service of distributions and withholdings with respect to the individual's account.

SECTION 1 – Member Information											
Social Security Number		Member Name (Last)	(First)			(Middle Initial)					
SECTION 2 - Militar	v Service Du	e to Military Call-Up									
Start Date of Call-Up Servi	ce: (MM/DD/YYY	(Y)	Did member receive pa	id leave during t	this time?						
·	Yes No										
End Date of Call-Up Service	ce: (MM/DD/YYY	Y)	Returned to Work Date: (MM/DD/YYYY)								
	(	,	(,								
SECTION 3 – Fiscal	Year, Gross	Salary and Pay Period Li	sting								
Fiscal Year	·										
(ex.2002-03)	Gross Salar										
(EX.2002-03)		Note: Salaries <u>must</u>	Note: Salaries <u>must</u> include any pay increases that would have been earned.								
_											
Pay Period Ending	Gross Sala	ary Pay Period Ending	Gross Salary	Pay Perio	d Ending	Gross Salary					
r dy r eriod Eriding	G1 033 3414	ary Tay Teriou Ename	Gross salary	1 dy 1 ci io	a Liidiig	Gross Sulary					
				_							
				Have	Have you listed additional pay						
				periods listed on page two?							
					☐ Yes ☐ No						
				_							
SECTION 4 – Emplo	yer Informati	ion									
Employer Name											
Employer Address			City			ZIP					
Employer Contact Name	Employer Telephone Number		Employer Fax Number								
					( )	)					
			, ,		,						
Employer Contact Signatur	re				Date						

Page 1 of 2 Revised: 05/11/09

## **ARIZONA STATE RETIREMENT SYSTEM (ASRS)**

## **MILITARY CALL-UP**

Social Security Number		Member Name (Last)		irst)	(Middle Initial)						
SECTION 3 – Fiscal Year, Gross Salary and Pay Period Listing - Continued											
<b>Fiscal Year</b> (ex.2002-03)	Gross Salary	Note: Salaries <u>must</u> in	clude any pay inci	reases that would have	been earned.						
Pay Period Ending	Gross Salary	Pay Period Ending Gross Salary		Pay Period Ending	Gross Salary						
Fiscal Year	Gross Salary										
(ex.2002-03) -		Note: Salaries <u>must</u> ii	nclude any pay in	creases that would hav	e been earned.						
Pay Period Ending	Gross Salary	Pay Period Ending	Gross Salary	Pay Period Ending	Gross Salary						
				Additional pay periods listed on							
	separate										
				Yes	lorm?						
Employer Name											